

Please complete all below sections and submit copies of all mandatory documents by email to studytoronto@tdsb.on.ca or in person. If you are emailing, in the Subject Line of the Email please write Refund, the student's full passport name and TISP# of the student.

Student Information:

Date: _____

Student Name: _____
Passport Surname Passport First Name

Date of Birth: _____
(mmm/dd/yyyy) TISP#: _____

Assigned School: _____

Refund pay period: _____ / 20 _____ / 20
month / year month / year
Start Period End Period

I'm the father/mother or custodian of the above student. I would like to request a refund for the following reason:

(Please check one of the below)

- Visa or Study Permit Rejection: Confirmation from the Immigration, Refugees and Citizenship Canada (IRCC)
- Medical Reasons: Please State the Medical Condition: _____
- Canadian Status Change: Student has officially become a Canadian Citizen or Permanent Residence

I have also submitted copies of the required supplementary documents:

- 1 Copy of Official TDSB Letter of Acceptance (**Required**)
- 2 Copy of TDSB Receipt (**Required**)
- 3 Completed Wire Transfer Information Sheet (page 2) (**Required**)
- 4 Copy of Visa/Study Permit Rejection Letter from Immigration Canada (**Required for Visa or Study Rejection Refunds**)
- 5 Copy of medical diagnosis and prognosis notarized in English (**Required for Medical Reason Refunds**)
- 6 Proof of Canadian Citizenship or Permanent Residence Status (**Required for Canadian Status Change**)
- 7 Supplementary Documents

Parent's Contact Email: _____
mandatory

Parent's Name: _____
Surname First Name

Parent's Signature: _____
Date (mmm/dd/yyyy)

The student's tuition was paid in the following method:

(Please check one of the below, and complete all necessary fields)

Bank Draft

Refunds for bank drafts will be processed through a cheque which will be mailed back to a **local address within Canada.**

Please provide the below details:

Beneficiary Name: _____

Address: _____

Province: _____

Postal Code: _____

CIBC International Student Pay System

Refunds for CIBC International Student Pay System tuition will be processed through the CIBC Portal system. Because all banking details are retained in the initial tuition fee payment, no additional information is required.

Traditional Wire Transfer - Refunds for wire transfer will be wired back with the same method. Please complete the below:

Beneficiary Bank

Bank Name	
Transit #	
Branch #	
Bank Address	
Swift Code	

Beneficiary

Beneficiary Name	
Beneficiary Address	
Account #	